CITY OF BARTLESVILLE, OKLAHOMA
FILMING PERMIT APPLICATION
Location Filming Permit Application

Project Name:

Production Company Name:

Client:

Authorized Agent:

Production Dates:

On-Site Contact Person:

Cell Phone:

E-Mail:

Location Department Contact:

Cell Phone:

E-Mail:

The company named above agrees to pay all costs for required permits and film coordination services provided by the City of Bartlesville as described in this permit application. This includes revenues foregone and costs for the use of a public street, parking lots or parking spaces, traffic control, removal and installation of street fixtures, use of street and/or sidewalk barricades and like activities.

In addition, the company named above agrees to pay the City of Bartlesville for any restoration costs, including City labor, incurred as a result of filming activity. In addition, the company named above agrees to secure and maintain in full force and *effect* during the full term of the permit, comprehensive general liability insurance as described in the Guidelines for Filming in Bartlesville, Oklahoma, dated 6/8/2010, which by this reference are incorporated herein .

Failure of the Company to comply with the terms of the City's permit or the Guidelines for Filming as described may result in revocation of the permit and the inability to obtain future permits. Permit is not valid without signature of Authorized Agent for the Company.

Signature of Authorized Agent

Date

COMPANY INFORMATION:			
Production Company Name:			
Permanent Address:			
City:	**State:**	**Zip Code:**	**Phone:**
Local Production Office Address:			

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Production Company Name:			
Permanent Address:			
City:	**State:**	**Zip Code:**	**Phone:**
Local Production Office Address:			

This project is (check one):

_____ Feature Film
_____ Short Film
_____ Music Video
_____ Still Photography
_____ Television Programming
_____ TV Movie
_____ Documentary
_____ Public Service Announcement
_____ Corporate Video
_____ Commercial
_____ Other as specified: _____

Number of production vehicles:

Size of Crew:

Number of Talent:

Total Number of Filming Days in Bartlesville:

Number of Public Locations:

Brief Description of the Project:

Please identify any equipment or props that may be present at any of your shooting locations:

_____ Generator	_____ Track	_____ Dolly
_____ Lights	_____ Crane	_____ Water Truck
_____ Camera Car	_____ Rig (stills)	_____ Effects
_____ Large Prop	_____ Set Design	
_____ Other as Specified:		

Use the space below to itemize additional services needed from the City of Bartlesville:

_____ Police	_____ Public Works	_____ Water Service
_____ Water Permit	_____ Sanitary Sewer Service	_____ Fire
_____ Parks	_____ Road Closing	_____ Crowd Control
_____ Explosives Permit	_____ Electrical Service	_____ Temporary Structure Permits
_____ Other as specified		

Requested Locations: Note the address or location of private or public property, streets, sidewalks, etc. Add sheets if necessary.

I hereby apply for permission to use or occupy public property, for the sole purpose of filming:

At:

Shooting Date(s):

Shooting Time:

Time trucks are scheduled to arrive at site:

Number of Police Officers requested:

Describe the film activity that will be taking place at this location:

Describe what steps you have taken or will take to notify affected residents and/or businesses:

Note any street closures/parking needs/interior/exterior/other special needs:

Describe any filming of any special effects or stunts requiring the use of pyrotechnics, fireworks, open flames, or explosives planned at this location:

Describe any use of firearms or gunfire planned at this location:

Describe the use of any animals in the film activity that will be taking place at this location, including how many and what type:

Please provide a map of each location, which includes the following information relevant to your production:

- Names of all surrounding streets, including anyone way streets
- Parking restrictions and/or controls (parking meters, peak hour restrictions, etc.)
- Use of Truck Load or Passenger Load Zones
- Location/s of camera
- Street closures or no parking areas or intermittent traffic -Indicate on map with X
- Sidewalk closures or intermittent pedestrian control Parking for trucks, trailers and crew members
- Base camp and catering location
- Direction of moving vehicles for driving shots
- Indicate location of generator, temporary restrooms, and refuse containers

Hold Harmless Agreement

I certify that I represent the firm which will be performing the filming/taping at the location specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the City of Bartlesville, and that I and my firm will indemnify and hold harmless the City of Bartlesville, its officers, elected officials, agents, employees and volunteers, from and against any and all loss, claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities of every nature and kind claimed by any person, organization, association, or otherwise arising out of or in connection with the filming/taping pursuant to this permit. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City. The indemnification provided for in this permit shall survive any termination or expiration of this Agreement.

Signed: _____

Title: _____

Date: _____

TO BE FILLED OUT BY THE CITY OF BARTLESVILLE:

Certificate of Insurance: _____ Yes _____ No

Hold Harmless Agreement Signed and Submitted: _____ Yes _____ No

Payment Required and Received for Use of city Property:
Required: _____ Yes _____ No Purpose:
Received: _____ Yes Date: _____

Required Business License Issued: _____ Yes _____ No

Work within Street Right-of-Way:

All operations in the city right-of-way shall comply with the City of Bartlesville regulations and policies concerning work within public rights-of-way, as well as the following conditions:

Other Conditions Imposed on Issuance of the Permit:

Review and Approval by City Departments:

City Engineer Approval: _____ Date: _____

Police Chief Approval: _____ Date: _____

Fire Chief Approval: _____ Date: _____

Public Works Director Approval: _____ Date: _____

Utility Director Approval: _____ Date: _____

Building Services Approval: _____ Date: _____

Finance Director Approval: _____ Date: _____

Community Development Director Approval: _____ Date: _____

Bartlesville City Manager Approval: _____ Date: _____